**Cloverleaf** **Local** **Schools**

Flyer Distribution Guidelines

Cloverleaf Local Schools recognizes the importance of communicating kid-centered events, sign-ups and registration opportunities, as well as information about youth programs and activities to our students.

Without promoting a specific group or activity, flyers are made available under the following guidelines:

— The superintendent must approve all flyers. The superintendent may consider whether the flyers are age-appropriate or meet community standards of decency and propriety.

— The superintendent may exercise discretion when approving flyers. Factors may include whether the flyer comes from a for-profit enterprise and whether the product or service conforms to district standards and its educational mission.

— Flyers will not be approved if they are of a political nature or if they seek to promote activities or programs not intended for the students to whom the flyers are to be distributed.

— Flyers must be submitted for approval a minimum of 10 days prior to the event.

— Flyers must list the name and phone number of a contact person.

— Flyers must contain a disclaimer indicating that the event or program is not sponsored by Cloverleaf Local Schools.

— Please e-mail submissions to: [Nancy.Vanhecke@cloverleaflocal.org](mailto:Nancy.Vanhecke@cloverleaflocal.org).

— Upon approval, printed flyers must be delivered to the principal’s office in the appropriate building. Flyers that do not have prior approval will not be distributed. The cost of printing the flyers is the responsibility of the group or organization.

— Flyers must be separated into stacks so they may be placed in teachers’ mailboxes. Thirty flyers per stack are recommended. Cloverleaf will not print additional flyers if an incorrect amount is delivered.

— Flyers are not distributed to every student in the middle school and high school. Basic information can be shared with middle school and high school students during the building’s daily announcements. A supply of flyers may be made available for students interested in receiving more information.

Quantities needed for each building:

Elementary School Middle School

High School

50 stacks of 30 flyers 1 stack of 100 flyers

1 stack of 100 flyers

Questions? Please contact the superintendent’s office at 330-302-0305.